
Comparability Criteria and Process

for

2002 CBEDS – County/District Information Form

California Department of Education
CDE-CSIS Data Integration Program

September 6, 2002

Version 1.2

Revision History

Name	Date	Reason For Changes	Version
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Cecelia Wilson	2002.06.20	Revised header and footers, updated mailing and location address information	0.2
Rosie Farda	2002.06.28	Removed a page break that generated a blank page 6. Updated Table of Contents. Updated headers and footers.	0.3
Rosie Farda	2002.07.12	Applied CSIS Recommended Changes. Changed headers and footers, updated table of contents.	1.0
Heather Rogers	2002.08.28	Revised header and footers and made minor edits.	1.1
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1. Introduction: Explanation of Parallel Processing and Comparability Testing

1.1 Purpose

This **Comparability Criteria and Process** document describes the general purpose and process of comparability and outlines the specific tests and procedures for demonstrating comparability of California Basic Educational Data System's (CBEDS) Count/District Information Form (CDIF) data.

1.2 Document Format

This document includes a representation of the CBEDS CDIF form indicating areas where comparability tests will occur. Following the form is an annotated list of those tests, as well as the acceptable degree of variance for each test.

1.3 Intended Audience and Reading Suggestions

The primary audiences intended to read this document are:

1. CSIS-participating Local Education Agency (LEA) staff responsible for submitting the data that will be aggregated to meet state reporting requirements.
2. The California Department of Education (CDE) staff responsible for transitioning the CDE reporting system to the new State Reporting and Records Transfer System (SRRTS) and the CDE staff responsible for certifying that the data are comparable.
3. CSIS Program Office staff responsible for aggregating the CSIS data into files that are to be integrated by CDE with those of non-CSIS LEAs.

Readers may want to familiarize themselves with a number of previously published documents including the CSIS Program Charter, SRRTS Project Charter, SRRTS Use Cases, SRRTS System Architecture and SRRTS System Requirements Specification document. The reader may also wish to be familiar with the CSIS Data Dictionary, Code Tables and Transmission File Formats. All of the documents are on the CSIS web site, in the document library (<http://www.csis.k12.ca.us/library/>).

Other useful materials while reviewing this document include the *Administrative Manual for CBEDS Coordinators and School Principals, 2002 version*, which is available for viewing or downloading in .PDF format on the Internet at (<http://www.cde.ca.gov/demographics/coord/curriculum/AdminMan01.pdf>) and Comparability Criteria and Process for 2002 CBEDS Forms at (<http://www.cde.ca.gov/demographics/csis/documents.htm>).

For mapping of each test refer to the CDIF Aggregation rules also located at (<http://www.cde.ca.gov/demographics/csis/documents.htm>).

1.4 CDE-CSIS Comparability Process

1.4.1 Definition

Comparability is the process of checking and verifying that data submitted through CSIS is a reasonable match to the data submitted through the CDE data collection that CSIS is replacing. Comparability must be established by each LEA for each data collection that is transitioned to CSIS. Establishing comparability begins with the LEA making a parallel submission, representing a single time frame, of the relevant CDE data collection and CSIS. It is the intent that in most cases a single parallel submission will result in comparability. Once an LEA has established comparability with a data collection, the LEA submits that data only through CSIS.

1.4.2 Purpose

Comparability is the final “check” before an LEA discontinues a CDE data collection and moves to CSIS. The process serves several important purposes, including the following:

- For at least the next few years, data from both the traditional CDE data collection and CSIS will be merged to create a single set of statewide data. It is extremely important that the data can appropriately be merged and that CSIS-participating LEAs are neither disadvantaged nor advantaged by submitting their data only through CSIS. Comparability should ensure that it is appropriate to merge data from the two sources.
- In most cases the data submitted through CSIS will be collected in a different way than data submitted through the CDE data collection. A simple example is that enrollment from CSIS will be calculated electronically by adding student records based on each student’s enrollment start and end dates, while most CDE enrollment collections rely on a “head count” conducted at a school or district. Because methods of collection may vary widely, establishing that they may be used to represent the same information is critical.
- Most CSIS data originates in student records. The data are submitted through a local “data gate” and CSIS usually aggregates the data prior to transmitting it to CDE. There are numerous opportunities for errors in transmission and aggregation and although testing procedures will identify and correct most of these errors, the comparability process provides a final check on the accuracy of the data.
- Once an LEA is submitting data via student, staff and institution records through CSIS, it will be extremely difficult and resource intensive to “track down” and correct data population errors. Comparability should help ensure that the LEA and CSIS procedures are complete and accurate enough that data population errors do not occur.

1.4.3 Comparability Tests

Determination of comparability is based on applying a series of tests. Each test matches specific data fields, aggregated data, or calculations of data from the CDE data collection and CSIS using

a published tolerance in matching the data. In some cases there may be no tolerances allowable in the data. The tests are developed by CDE, with review and input from CSIS and participating LEAs, and in the future should be published at least three months prior to the final date for parallel submission.

In most cases the tests will not be developed to match every data field of the CDE data collection with CSIS data, but will focus on data fields that are used frequently, have a special role in determining funding or policy, or are sensitive by nature. The amount of tolerance will also vary based on the use of the data.

Comparability tests may change from one CSIS data submission to another, based on experience using the tests, changes in the CDE data collection or the CSIS data dictionary, or general knowledge gained in the implementation of CSIS. The modified tests would be applied to future LEAs beginning comparability with a parallel submission. It is not the intent that an LEA that had successfully completed a parallel submission would have to repeat a parallel submission because of test changes.

1.4.4 Resolving Comparability Discrepancies

In general, discrepancies between CSIS and CDE data on an applied test may be resolved by being within tolerance range on that test. Discrepancies may also be resolved through a resubmission of CSIS data prior to published submission deadlines. For a specific data collection there may also be other methods of resolving discrepancies, as determined by CDE. The methods and institutions for resolving discrepancies from this data collection are in section 4 of this document.

1.4.5 The Comparability Agreement

The status of comparability is documented by a comparability agreement that is created for each LEA for each CDE data collection. The terms of comparability are included in each agreement and may be general in nature, specific to an LEA, and specific to CSIS. The agreement is signed by the LEA superintendent or designee, by CDE and either will be signed by CSIS or reference the role of CSIS. If an LEA does not adhere to the terms of the agreement, CDE may find it necessary to modify the terms of the agreement or even to revoke the agreement.

2. Test Items and Criteria Used in Determining Comparability for the Data Collection

CDIF Test Number	Test	Allowable Variances
CDIF-1a	Number of paraprofessionals in the district (total of CDIF and all SIFs) must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 20%.
CDIF-1b	Number of office/clerical staff in the district (total of CDIF and all SIFs) must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 20%.
CDIF-1c	Number of other classified in the district (total of CDIF and all SIFs) must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 20%.
CDIF-2	Number of GATE students must be comparable	1) variance of 5%; 2) variance of 3 in all cases; 3) variance of up to 10 provided variance does not exceed 10%
CDIF-3a	Number of Adult Education-Teachers must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 10%
CDIF-3b	Number of Adult Education-Pupil Services staff must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 10%
CDIF-3c	Number of Adult Education-Administrators must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 10%
CDIF-3d	Number of Adult Education-Classified staff must be comparable	1) variance of 5%; 2) variance of 2 in all cases; 3) variance of up to 5 provided variance does not exceed 10%
CDIF-4a	Service Learning response must match	No variance
CDIF-4b	Community Service response must match	No variance
CDIF-5	Total teacher estimated hires for 2003-04 must match.	No variance
CDIF-6a	Total units needed for graduation must match	No variance
CDIF-6b	One year course equivalents for graduation requirements must match	No variance
CDIF-7	Number of interdistrict transfers must be comparable	1) variance of 5%; 2) variance of 1 in all cases; 3) variance of up to 3 provided variance does not exceed 10%

3. Mapping the Existing Form or Data Entry Method to Test Items



California Basic Educational Data System
California Department of Education

COUNTY:
DISTRICT:
CD Code:

County/District Information Form
October 2001

Single School Districts Only: Leave Section A blank. Report all classified staff on the School Information Form (SIF) only.		Male								Female								Totals
		American Indian or Alaska Native	Asian	Pacific Islander	Filipino	Hispanic or Latino	African American not Hispanic	White- not Hispanic	Multiple or no response	American Indian or Alaska Native	Asian	Pacific Islander	Filipino	Hispanic or Latina	African American not Hispanic	White- not Hispanic	Multiple or no response	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)
A. Number of Classified Staff - Report in whole numbers only classified employees who are assigned to the district office or county office of education.																		
1	Paraprofessionals	Full-time																
2		Part-time																
3	Office/Clerical Staff	Full-time																1
4		Part-time																
5	Other Classified Staff	Full-time																
6		Part-time																
B. Gifted and Talented Education (GATE) - Report the total number of identified GATE students. See glossary for definition.																		
7	GATE Students																	2
C. Adult Education Staff (2000-2001) - Report in whole numbers only the unduplicated count of full-time and part-time staff.										D. Service-Learning/Community Service. This section should be completed by all school districts. See glossary for definitions.								
		Adult Education Staff	No. Full-time		No. Part-time													
		(a)	(b)		(c)													
1	Adult Education Teachers																	
2	Adult Education Pupil Services																	
3	Adult Education Administrators																	
4	Adult Education Classified Staff																	
Does the district have a school board policy that provides opportunities such that all students will participate in either of the following:																		
Service-Learning <input type="checkbox"/> Yes <input type="checkbox"/> No																		
Community Service <input type="checkbox"/> Yes <input type="checkbox"/> No																		

*** Please turn form over and complete page 2 ***

Original - Return to GENESIS DATA for processing.
Make copies for the County Superintendent's Office and for your records as appropriate.

Note: The CDIF 1 test calculation for comparability also includes the values of classified staff from the district's submitted SIF forms/data in sections A1 – A6 as well.

County/District Information Form Continued

CD Code:

E. Teacher Shortage and Demand For classroom teaching and specialist positions only. Report in FTEs to one decimal place. (Do not include administrative, guidance, media, library, health service or classified positions.)		F. High School Graduation Requirements (2001-2002) Minimum units required for a high school diploma. (Report units to one decimal place.)	
Subject Areas	Estimated Number of Hires for 2002-03	Subject Areas	Units
(a)	(b)	(a)	(b)
1 Agriculture	-	1 English	-
2 Art	-	2 Visual and Performing Arts	-
3 English and/or Drama	-	3 Foreign Language	-
4 Business	-	4 Foreign Language or Visual and Performing Arts	-
5 Foreign Language	-	5 Health	-
6 Home Economics	-	6 History - Social Science	-
7 Life Science	-	7 Mathematics	-
8 Mathematics	5	8 Physical Education	6
9 Music	-	9 Science	-
10 Physical Education/Health/Dance	-	10 Community Service	-
11 Physical Science	-	11 Electives	-
12 Reading	-	12 Other Requirements	-
13 Social Science/Studies	-	13 Total units needed for graduation	-
14 Trades and Industrial Arts	-	14 Units in a One-Year Course - Typically a one-year course is equivalent to 10 units. For example, if 4 years and 40 units of English are required for graduation, the number of units in a one-year course would be 10.	Report the number of units in a one-year course
15 Special Education	-		Units
16 Bilingual Education	-		-
17 Self-contained Classes	-		
18 Other Specializations	-		
		Specific Graduation Requirements for Mathematics and Science Complete the following section ONLY if your district's high school graduation requirements for mathematics include any of the subjects listed below or for science specify laboratory science.	
G. Student Interdistrict Transfer The districts receiving the interdistrict transfers should report the total number of students who are interdistrict transfers as of Information Day. If none, enter "0". See Administrative Manual for definition.		Mathematics Required for Graduation 15 Algebra I or Integrated Mathematics I (college preparatory) - 16 Geometry or Integrated Mathematics II (college preparatory) - 17 Algebra II or Integrated Mathematics III (college preparatory) - 18 Probability and Statistics or Data Analysis - Laboratory Science 19 Laboratory Science required for graduation -	
Name of person completing form (please print)	Telephone ()	Certification: I hereby certify that the data reported on this form are accurate and complete.	
Title (please print)	Extension	Signature of Superintendent (or designee)	Date

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4. Data Submission and Comparability Process

4.1 Overview of Fall 2002 Data Submission and Comparability Process

The table below is an overview of the key activities for LEAs, CSIS and CDE staff participating in the Fall 2002 parallel submission process of CBEDS and CSIS data. A goal of this process is certification of the LEA to discontinue submission to CDE of CBEDS beginning in 2003 and to submit data only through CSIS. Following the table are the key dates by which the LEA must make submissions in order to remain eligible for comparability in 2002.

On the next page is a more detailed listing of these same key activities. The detailed listing should be helpful for those actually working on comparability.

Earliest and Latest Dates (as applicable)		Key Activities for Comparability	
9/02/02	09/27/02	0	CSIS and CDE participate in joint testing activities.
10/02/02	10/29/02	1	LEA submits CBEDS data to CDE.
10/07/02	12/09/02	2	LEA submits CSIS data files to CSIS Office and CSIS works with LEA to review and clean-up data for transmission of first complete set of data to CDE.
	12/16/02	3	Last day for LEA to certify (Superintendent Role) complete set of data files to CDE. <i>(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)</i>
	12/17/02	4	Last day for CDE to receive from CSIS the first full set of complete data files from any LEA participating in the 2002 Fall Submission comparability.
11/15/02	2/14/03	5	LEA, CDE and CSIS work to resolve comparability discrepancies (re-submitting modified data to CSIS for delivery to CDE as needed).
	2/14/03	6	Last day for LEA to certify (Superintendent Role) final CSIS data modifications to CSIS Office to resolve comparability discrepancies. <i>(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)</i>
	2/21/03	7	Last day for submission of final CBEDS modifications and accommodation proposals to resolve comparability discrepancies. <i>(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)</i>
11/15/02	2/21/03	8	CDE runs comparability reports and sends them to LEA and CSIS.
11/22/02	3/28/03	9	CDE makes final comparability determinations and notifies LEA and CSIS.


4.2 Key Dates for LEAs:

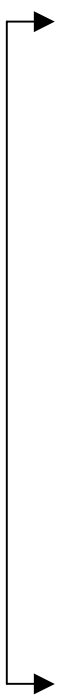
- **October 29, 2002** – Due date for LEA to submit CBEDS data to CDE.
- **December 16, 2002** – Deadline for LEA to certify (Superintendent Role) transmission of complete set of data files to CDE. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*

- **February 14, 2003** – Deadline for LEA to certify (Superintendent Role) final CSIS data modifications to CSIS Office to resolve comparability discrepancies. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*
- **February 21, 2003** – Deadline for LEA to submit all final CBEDS modifications and accommodation proposals to resolve comparability discrepancies. *(LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)*

4.3 Detailed Steps for Fall 2002 Data Submission and Comparability Process

The table below is based on the key activities in the overview on the previous page. The key activities are repeated in bold, and followed by more detailed steps as appropriate. This more detailed listing is provided particularly for LEAs, to help them understand the process and know what to expect.

Earliest and Latest Dates (as applicable)		Key Activities and Detailed Steps for Comparability	
10/02/02	10/29/02	1	LEA submits CBEDS data to CDE.
10/07/02	12/09/02	2	LEA submits CSIS data files to CSIS Office and CSIS works with LEA to review and clean-up data for transmission of first complete set of data to CDE.
Iterative process - advantage to the LEA to start early		2a	CSIS conducts validation checks to ensure files are complete, all required fields are populated, all entries are valid, and conducts other checks similar to CBEDS edit checks.
		2b	CSIS generates CDIF, SIF, PAIF reports for LEA review.
		2c	CSIS works with LEA to resolve errors.
		2d	LEA resubmits data if necessary.
10/07/02	12/09/02	2e	LEA reviews CDIF, SIF, PAIF reports, and if satisfied, the superintendent approves the transmission of the data to CDE.
	12/16/02	3	Last day for LEA to certify (Superintendent Role) complete set of data files to CDE. (LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.)
	12/17/02	4	Last day for CDE to receive from CSIS the first full set of complete data files from any LEA participating in the 2002 Fall Submission comparability.
11/15/02	2/21/03	5	CDE runs comparability reports and sends them to LEA and CSIS.
		5a	CDE receives the data and runs it through an automated system to create the comparability reports, one for each of the three CBEDS data collections. <i>(Each report will provide the data for every comparability test, identify the tests that are not passed, and provide school-level data for any test not passed.) [See step 6 below for last date to submit CSIS data modifications that will be subsequently reported by CDE.]</i>
		5b	CDE staff review the reports, create a cover summary report to note any special circumstances or information about the submission, and email the report and cover to both CSIS and the LEA. <i>(See Appendix B, 6.2.3)</i>
11/15/02	2/14/03	6	LEA, CDE, and CSIS work to resolve comparability discrepancies (re-

Earliest and Latest Dates (as applicable)		Key Activities and Detailed Steps for Comparability	
			submitting modified data to CSIS for delivery to CDE and repeating steps 2a through 2e as needed).
Iterative process – advantage to LEA to start early		6a	LEA reviews the package, focusing on comparability tests that have not been passed. <ul style="list-style-type: none"> • If LEA believes CSIS data processed incorrectly, LEA contacts CSIS. • If LEA believes CBEDS data processed incorrectly, LEA contacts CDE. • If LEA believes the comparability discrepancies are result of own inaccurate reporting of CSIS or CBEDS, the LEA may use any combination of the following resolution actions (<i>described in Section 5</i>): <ul style="list-style-type: none"> ○ Resubmit CSIS data to CSIS. ○ Submit modifications to CBEDS data to CDE. ○ Submit a draft accommodation proposal to CDE.
		6b	LEA decides how to resolve discrepancies and makes appropriate submissions.
		6c	CSIS aggregates any resubmitted data and transmits it to CDE.
		6d	CDE processes any resubmitted data, CBEDS modifications and draft accommodation proposals throughout this submission window, emailing responses to CSIS and the LEA. (<i>The earlier an LEA submits data and resolutions, the more opportunity for CDE and CSIS feedback and assistance.</i>)
	2/07/03	6e	Last day to submit draft accommodation proposal and effect CDE feedback before final proposal is due.
	2/14/03	7	Last day for LEA to certify (Superintendent Role) final CSIS data modifications to CSIS Office to resolve comparability discrepancies. (<i>LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.</i>)
	2/21/03	8	Last day for submission of final CBEDS modifications and accommodation proposals to resolve comparability discrepancies. (<i>LEAs not meeting this deadline will be dropped from the Fall 2002 comparability process.</i>)
11/22/02	3/28/03	9	CDE makes final comparability determinations and notifies LEA and CSIS.
		9a	CDE conducts final review of data and materials resolving discrepancies. (<i>As soon as any draft accommodation proposal is ready for approval, CDE will notify the LEA and request a final proposal with the LEA superintendent's signature. CDE will work with CSIS and the LEA through any minor omissions or problems with accommodation proposals during this time frame. If there are significant problems it will not be possible to certify comparability and the LEA will need to participate in parallel submission in the Fall of 2003.</i>)
		9b	CDE emails LEA and CSIS a final report, with notification that comparability is complete and the LEA will be certified, assuming signature of the comparability agreement.

Earliest and Latest Dates (as applicable)		Key Activities and Detailed Steps for Comparability	
		9c	CDE sends final letter to LEA and comparability agreement to be signed by superintendent.
		9d	LEA superintendent signs comparability agreement and returns it to CDE.

4.4 Identifying Schools for Fall 2002 CSIS Submission

The Fall 2002 CSIS data submission is used to provide California Basic Educational Data System (CBEDS) data to the California Department of Education (CDE). This includes both production data from those local education agencies (LEAs) that have been certified for submission only through CSIS and comparability data from those LEAs that are participating in parallel submission in order to be certified for 2003.

4.4.1 Which Schools Submit Data

It is very important that the data represent all schools from which CBEDS data is expected, regardless of whether the LEA is certified or is participating in comparability. In general, CBEDS data must be submitted for every public school serving any of grades kindergarten through twelve, and that is open on October 2, 2002 (CBEDS Information Day). In addition to conventional elementary, middle and high schools, this includes continuation and alternative schools, charter schools¹, community day and county community schools, opportunity schools, public special education schools, youth authority and juvenile court schools, and state special schools. Schools that were opened prior year, but are currently closed must report graduates and dropouts.

4.4.2 New Schools

Over 200 new public schools open every year. Submission of data for a school requires use of a valid 14-digit county-district-school (CDS) code. CDS codes are assigned by CDE and it is very important that an LEA request a code as soon as they know that a new school will open. The most efficient way to do this is through the CDS web site at <http://www.cde.ca.gov/cdscodes/>. This web site also has an interactive query function for locating existing codes or schools.

4.4.3 Creating a List of Schools

We recommend that a CSIS Consortia or LEA create a list of schools expected to submit data before the submission process begins. CDE's Educational Demographics Office posts an updated public schools file on the Internet at the beginning of each month and this file includes two CSIS data fields (CSIS_CON which contains the name of the consortia and CSISAGNT which contains the CDS code of the fiscal agent) that can be used to identify schools expected to submit data. The location of this file is <http://www.cde.ca.gov/demographics/files/schoolname.htm>. Any school that is in the LEA and has data in either of these CSIS data fields should submit data.

If an LEA has not requested a CDS code for a new school or has not contacted the CDS office about the change of status of a school (such as closure), the Internet file referenced above will not be accurate. In this case the LEA should contact the CDS office right away to arrange for

¹ See sections on charter schools for some exceptions.

updates to the file. In addition to the web site listed above, the phone number for the CDS office is (916) 327-4014.

4.4.4 Charter Schools

Participating charter schools submit data through the LEA that granted the charter. This is important because any future aggregation of data by CDE or other clients using the data files will include charter school data in the LEA totals². A district's total enrollment, graduate and dropout data, teacher counts and credentialing data, course enrollment data, and any other submitted data will include data from any charter school that carries that district's code³. By submitting this data through the district, the district has an opportunity to review the data and prevent any misrepresentation, particularly in terms of enrollment, which is used in at least a dozen funding formulas.

4.4.5 Non-Participating Charter Schools

In recognition of the unique nature of charter schools, CSIS and CDE have provided an option for a charter school in a CSIS LEA to forego participation in CSIS, based on a joint decision between the LEA and the charter school. This option is not available for any other type of school. An LEA with one or more non-participating charter schools must make specific agreements with CSIS and CDE about the identification of these schools prior to data submission. For any non-participating charter school, the LEA must continue to submit that school's data through CBEDS, even if the LEA is certified for CSIS submission only. CDE will maintain contact with that LEA for the CBEDS data cycle, in order to receive data for the non-participating charter school.

If a CSIS LEA has a new charter school that does not wish to participate in CSIS, or a continuing charter schools that wishes to discontinue CSIS participation, the LEA should notify CDE in a letter or memorandum to CDE with a copy to CSIS. The letter should identify the charter school(s) by name and CDS code and should state that the school's data will be reported through CBEDS. The letter should be addressed to:

Data Management Office
California Department of Education
1430 N St. 3rd floor
Sacramento, CA 95814

² Unless the client specifically excludes data for charter schools

³ When a charter school applies for a CDS code, the district portion of the assigned code will be the district that granted the charter.

A copy should also be sent to the CSIS Office:

California School Information Services
770 L Street, Suite 1180
Sacramento, CA 95814

If a CSIS LEA has a non-participating charter school and there is a decision to report that school's data through CSIS, the LEA should also send a letter or memorandum, to that effect, to the above address and with a copy to CSIS. If there are no other non-participating charter schools in that LEA, CDE will discontinue CBEDS communication with that LEA.

5. Methods for Resolving Comparability Discrepancies

When the comparison of the CSIS and CBEDS data creates a discrepancy that is outside the accepted tolerance range, there are three methods to resolve or successfully address the discrepancy. The following three methods may be used in any combination:

- Correct and resubmit CSIS data to the CSIS Office;
- Submit CBEDS modifications to CDE; or
- Submit an Accommodation Proposal to CDE.

5.1 To Resubmit CSIS Data

Please work directly with the CSIS Office for instructions and support in submitting and resubmitting data.

5.2 To Submit a CBEDS Modification

1. Using the software, print a copy of the report that was initially submitted to the CDE.
2. Circle the incorrect data.
3. Write the correct data next to the circled data.
4. Include a cover memo on district stationery that requests the attached correction(s) and is signed by the district superintendent or CBEDS Coordinator. Please include a phone number and other contact information.
5. Mail the cover memo and revised report to:

Educational Demographics Office
Attn: Data Correction
California Department of Education
P.O. Box 944272
Sacramento, CA 94244-2720.

If modifications are received before the annual CBEDS file is certified and posted on the Internet, the changes will be made to this file. If the modifications are received after certification, they will be used for comparability and referenced on the Internet, but changes will not be made to the certified file.

5.3 To Submit an Accommodation Proposal

An Accommodation Proposal is prepared by the LEA, is in the form of a letter on district letterhead, and the final version is to be signed by the LEA superintendent. Since an Accommodation Proposal is only necessary if there are discrepancies between CSIS and CBEDS data, the proposal should include enough information to give reasonable assurance that when future data are submitted through CSIS, the data will be complete, accurate, and appropriate to

use for the wide range of state reporting. While it is understood that the content of proposals will vary from one LEA to another, based on the nature and cause of the discrepancies, some general guidelines follow:

- The proposal should briefly describe the discrepancy and why it has occurred, and the explanation should make sense in terms of the actual data from both CSIS and CBEDS.
- For each discrepancy the proposal should clearly state whether the CSIS data are accurate or the CBEDS data are accurate.
- If the LEA does not believe that the current CSIS data are accurate, the proposal should explain what actions the LEA will take to ensure that the future CSIS data will be accurate. If at all possible, some type of evidence of the change should be included (such as samples of former and revised mapping schemes to resolve mapping errors, or internal directives to correct data population practices).
- Organize the proposal according to the comparability test(s) where the discrepancy exists. A simple format of the test label (such as CDIF-1b or CDIF-5) followed by the narrative explanation and resolution actions will facilitate review. If the same explanation and resolution is applicable to multiple tests, these tests may be grouped together in the label.

5.4 Submission of a Draft Proposal

Since the final Accommodation Proposal must be submitted under the signature of the LEA superintendent, we strongly advise that the LEA submit a draft proposal for review at least two weeks prior to the final submission date. The draft should be sent to CDE with a copy to CSIS. The draft may be submitted by the person in the LEA who is working with CSIS data and it may be sent by mail, email or fax, using the contact information below.

We also advise that a single accommodation proposal be drafted for the LEA, rather than separate proposals for individual tests. This is for the sake of efficiency for all of us involved.

As soon as CDE receives a draft proposal we will review it and respond. Our plan is to use email to respond, because it will make our turnaround faster, and because it is easier to keep multiple parties informed on the status of issues. Each response email will go to whoever submitted the draft proposal with copies to the consortia fiscal agent and CSIS.

Submit draft Accommodation Proposals to:

Data Management Office
Attn: Accommodation Proposal
California Department of Education
1430 N Street, Suite 3700, 3rd floor
Sacramento, CA 95814

-or-

email: dmo@cde.ca.gov

-or-

fax: Attn: Data Management Office

(916) 327-0195

5.5 Sample Accommodation Proposal

This **sample** of a draft accommodation proposal is provided as reference for LEAs that decide to resolve comparability discrepancies through an accommodation proposal.

Sand Dunes Unified School District

Draft Accommodation Proposal for Fall 2002 Comparability

CDIF Discrepancies

CDIF 3a, 3b, 3c

The CBEDS data are accurate. The Adult Education staff were coded incorrectly in CSIS. The corrections have been made. Future submissions will reflect the accurate codes and therefore counts will be accurate as well.

CDIF 7

The CSIS data are accurate. The CBEDS data reflects the number of interdistrict permits approved by the district. The CSIS data reflects the number of interdistrict students actually enrolled in the schools.

SIF Discrepancies

SIF 2, 4b, 4e, 4g, 4h

The CSIS data are accurate. This was caused by a clerical error at Sand Dunes Elementary School. During the manual data collection process the enrollment clerk entered five students as multiple ethnicity as well as the students' enrolled ethnicities. This resulted in inflated CBEDS enrollment data and counts for the numbers of Asian, Hispanic, and White students. This also caused double counting for those students reported with multiple ethnicities.

SIF 10b

The CSIS data are accurate. One of our advanced placement calculus courses was coded as 2415 in CBEDS for all high schools in the district. It was correctly coded for the CSIS submission.

SIF 13d

The CSIS data are accurate. Surf's Up Continuation School students were not recorded correctly in the alternative education section of CBEDS. They were correctly coded for CSIS.

SIF 15a, 15b, 15c, 15d

The CBEDS data are accurate. The computer inventory for CBEDS was provided by the school site technology coordinator while district staff provided counts based on initial computer purchases by the district for CSIS submission. The district and site inventory databases now match. Site computer purchases are now being routed through the district technology department

in order to maintain consistent inventories between the district office technology department and school sites. This will eliminate future discrepancies.

PAIF Discrepancies

PAIF 3

The CBEDS data are accurate. Curriculum leaders were coded 0303 at the district level for CSIS. Since they are teaching staff they should have been coded with Department Chair codes for their appropriate subject area leadership. They were correctly coded for CBEDS. District HR staff will not report these as district level positions in the future.

PAIF 5a

The CSIS data are accurate. One teacher at Seahorse Elementary and another at Sand Dollar High were counted as fully credentialed in our original CBEDS submission. They were correctly coded with emergency credentials for the CSIS data submission.

PAIF 6a

The CSIS data are accurate. In our original CBEDS submission, we coded the reading support teachers (partially funded by Miller Unruh) to assignment code 2120, reporting enrollment at each elementary site because the teachers serve the whole site and enrollment was required for assignment code 2120. They should have been coded 2180 with no students assigned as they were reported in CSIS.

PAIF 6j

The CSIS data are accurate. The RSP teachers reported enrollment according to their caseloads. The regular classroom teachers for these students did not count them in their regular classrooms for CBEDS as their schedules reflect.

6. Appendices

6.1 Appendix A – CDIF Comparability Test Mapping Guide

Appendix A maps individual test numbers to the file record layout and the corresponding CBEDS form. **The CDE Technology Services Division (TSD) is the intended audience for this appendix.**

6.1.1 CDIF Main Report

CDIF Test Number	Short Name	Calculation	CBEDS CDIF Form Reference	Notes
CDIF-1a	# of paraprofessionals	SUM (CDIF Items 2-33) and (SIF Items 34, 35, 70, 71, 106, 107, 142, 143, 178, 179, 214, 215, 250, 251, 286, 287, 322, 323, 358, 359, 394, 395, 430, 431, 466, 467, 502, 503, 538, 539, 574, 575 for each school in the LEA).	Section A, column q, rows 1+2 (plus Section A, column q, rows 1+2 from every SIF)	
CDIF-1b	# of clerical staff	SUM (CDIF Items 34-65) and (SIF Items 36, 37, 72, 73, 108, 109, 144, 145, 180, 181, 216, 217, 252, 253, 288, 289, 324, 325, 360, 361, 396, 397, 432, 433, 468, 469, 504, 505, 540, 541, 576, 577 for each school in the LEA).	Section A, column q, rows 3+4 (plus Section A, column q, rows 3+4 from every SIF)	
CDIF-1c	# of other classified	SUM (CDIF Items 66-97) and (SIF Items 38, 39, 74, 75, 110, 111, 146, 147, 182, 183, 218, 219, 254, 255, 290, 291, 326, 327, 362, 363, 398, 399, 434, 435, 470, 471, 506, 507, 542, 543, 578, 579 for each school in the LEA).	Section A, column q, rows 5+6 (plus Section A, column q, rows 5+6 from every SIF)	

Comparability Criteria for CBEDS – CDIF (v. 1.2)

CDIF Test Number	Short Name	Calculation	CBEDS CDIF Form Reference	Notes
CDIF-2	# of GATE students	SUM (Items 98-113).	Section B, column q, row 7	
CDIF-3a	# of Adult Ed teachers	SUM (Items 128, 129).	Section C, row 1, columns b+c	
CDIF-3b	# of Adult Ed pupil services staff	SUM (Items 130, 131).	Section C, row 2, columns b+c	
CDIF-3c	# of Adult Ed administrators	SUM (Items 132, 133).	Section C, row 3, columns b+c	
CDIF-3d	# of Adult Ed classified staff	SUM (Items 134, 135).	Section C, row 4, columns b+c	
CDIF-4a	Service Learning policy	In Item 136, indicate “1” if the entry is “Y”; indicate “0” if the entry is not “Y”.	Section D	
CDIF-4b	Community Service policy	In Item 137, indicate “1” if the entry is “Y”; indicate “0” if the entry is not “Y”.	Section D	
CDIF-5	Estimated teacher hires	SUM (Items 138-155).	Section E, total of rows 1-18	
CDIF-6a	Units required to graduate	SUM (Items 156-167).	Section F, row 13	
CDIF-6b	Units for one-year class	VALUE of Item 169.	Section F, row 14	
CDIF-7	# of interdistrict transfers	VALUE of Item 175.	Section G	

6.1.2 CDIF Detail Report

In addition to the CDIF Main Report, the CDIF Detail Report will indicate the CSIS and CBEDS values for two test numbers: CDIF 5 and CDIF 6. For CDIF 5 - the CDIF Detail Report will indicate the CDIF values for all rows (1-18) in Section E of the CBEDS CDIF form, (Items 138-155 in the file record layout). For CDIF 6 - the CDIF Detail Report will indicate the CDIF values for all rows (1-14) in Section F of the CBEDS CDIF form, (Items 156-167 in the file record layout).

6.2 Appendix B – CDIF Comparability-Related Reports (CPACT vs. CBEDS; timing, purpose)

LEAs participating in the CBEDS 2002 comparability submission cycle benefit from understanding as soon as possible how the CBEDS data they submit to CDE through the traditional submission method must compare to the data submitted through CSIS. The CDE-CSIS Data Integration Project (DIP) team and the CDE Educational Demographics Office have developed a plan to provide the LEAs informational comparability reports at two different points in the submission cycle. Both reports will have a similar “look and feel.” However, because they are produced at different points during the comparability submission cycle, they will contain different information.

The first report will be available in the CBEDS data entry software (*CBEDS Comparability Preview Report*). LEA staff can run this report as soon as data have been entered or imported into the CBEDS software. This report displays the actual CBEDS values for each of the comparability test items for the selected CBEDS data collection as well as the “range” the CSIS data must fall within in order to meet comparability tolerances. This report will also display the actual CBEDS values for several “informational” items. These informational items reflect the district’s CBEDS values for data fields that are not being assessed in the comparability test criteria but may be of interest to the LEA staff. LEA staff can print out the *CBEDS Comparability Preview Report* and use it to compare against the CSIS data as they prepare to make the fall 2002 CSIS submission.

The second report will be created and distributed by the CDE (*CDE-CSIS DIP Automated Comparability Processing – LEA Main Report*). The CDE-CSIS DIP team produces this report when validated data is received at CDE from CSIS. For each comparability test item, this report displays the actual CBEDS value, the actual CSIS value, the variance between the two, and the tolerance (accepted variance between the two values). If the test item did not fall within the accepted tolerance, the report will also display an outcome of “Fail” (failed to demonstrate comparability). Similar to the preview report, this report will also display the actual CBEDS and CSIS values on “informational” items. Finally, the *Automated Comparability Processing Report* will also produce a detail report that displays the CBEDS and CSIS values for each school for each comparability test item that fails to demonstrate comparability. This detail report will be provided to assist LEA staff research why the CBEDS and CSIS values are not comparable for a particular test item.

The *Automated Comparability Processing* and associated detail report will be generated and distributed whenever the LEA submits revised data through CSIS to CDE during the comparability submission cycle.

Additional information on these reports will be distributed to the FCMAT/CSIS team and the CSIS-participating LEAs prior to the start of the CBEDS 2002 comparability submission cycle.

6.2.1 Sample CDE-CSIS DIP Automated Comparability Processing – LEA Main Report

Report Run: 8/24/2002 – 2: 23:55 p.m.
CSIS Transmission date: 07/31/2002 – 12: 21:29
CSIS Data File Batch #: 00007
Page 1 of 4

CPACT Version: 10.00
CSIS Data Dictionary Version: 01.10
Comparability Criteria Version: 2.0.1
POC: C. Schell

CDE – CSIS DIP Automated Comparability Processing – LEA Main Report

<i>Submission Cycle: Fall 2002</i>	<i>Data Collection: CBEDS-PAIF</i>	<i>LEA: 59-64758 Sand Dunes</i>
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Comparability Checks

Test #	Description	Allowed variance of CSIS value from CBEDS value	Allowed Range For CSIS Value	CBEDS Value	CSIS Value	Actual variance of CSIS value from CBEDS value N (%)	Pass/Fail
PAIF.1	# of Certificated staff	+/- 5% or +/- 2 or +/- 5 and +/- 10%	95 – 105 98 – 102 95 – 105	100	94	-6 (-6.0%)	Fail
PAIF.2	# of Teachers	+/- 5% or +/- 2 or +/- 5 and +/- 10%	38 - 42 38 - 42 36 – 44	40	39	-1 (-2.5%)	Pass
PAIF.3	# of Administrators	+/- 5% or +/- 2 or +/- 5 and +/- 10%	38 – 42 38 – 42 36 – 44	40	39	-1 (-2.5%)	Pass
PAIF.4	# of Pupil services staff	+/- 5% or +/- 2 or +/- 5 and +/- 10%	38 – 42 38 - 42 36 – 44	40	39	-1 (-2.5%)	Pass
PAIF.5a	# of teachers with full credential	+/- 3% or +/- 1 or +/- 3 and +/- 5%	29 – 31 29 – 31 28 – 32	30	33	3 (10.0%)	Fail
PAIF.5b	# of teachers with univ. internship	+/- 3% or +/- 1 or +/- 3 and +/- 5%	97 – 103 99 – 101 97 – 103	100	103	3 (3.0%)	Pass

Report Run: 8/24/2002 – 2: 23:55 p.m.
CSIS Transmission date: 07/31/2002 – 12: 21:29
CSIS Data File Batch #: 00007
Page 4 of 4

CPACT Version: 10.00
CSIS Data Dictionary Version: 01.10
Comparability Criteria Version: 2.0.1
POC: C. Schell

CDE – CSIS DIP Automated Comparability Processing – LEA Main Report

Informational Checks

Test #	Description	Allowed Variance of CSIS value from CBEDS value	Allowed Range For CSIS Value	CBEDS Value	CSIS Value	Actual variance of CSIS value from CBEDS value N (%)	Pass/ Fail
PAIF.In.1a	# Male certificated staff			20	22	2 (10.0%)	
PAIF.In.1b	# Female certificated staff			30	28	-2 (-6.7%)	
PAIF.In.2a	# American Indians/Alaska native staff			3	2	-1 (-33.3%)	
PAIF.In.2b	# Asian staff			2	4	2 (100.0%)	
PAIF.In.2c	# Pacific Islander staff			2	4	2 (100.0%)	
PAIF.In.2d	# Filipino staff			5	6	1 (20.0%)	
PAIF.In.2e	# Hispanic/Latino staff			6	3	-3 (-50.0%)	
PAIF.In.2f	# African American staff			4	5	1 (25.0%)	
PAIF.In.2g	# White staff			28	25	-3 (-10.7%)	
PAIF.In.2h	# staff with multiple/no response			28	25	-3 (-10.7%)	
PAIF.In.3	Average age of staff			28	27	-1 (-3.6%)	
PAIF.In.4a	# of staff with doctorate			2	2	0 (0.0%)	
PAIF.In.4b	# of staff with master's + 30			28	25	-3 (-10.7%)	
PAIF.In.4c	# of staff with master's			28	25	-3 (-10.7%)	
PAIF.In.4d	# of staff with bachelor's + 30			28	25	-3 (-10.7%)	
PAIF.In.4e	# of staff with bachelor's			28	25	-3 (-10.7%)	
PAIF.In.4f	# of staff with less than bachelor's			28	25	-3 (-10.7%)	
PAIF.In.5a	Average years of Education Service			28	25	-3 (-10.7%)	
PAIF.In.5b	Average years in district			28	25	-3 (-10.7%)	
PAIF.In.6a	# of tenured staff			28	25	-3 (-10.7%)	
PAIF.In.6b	# of probationary staff			28	25	-3 (-10.7%)	
PAIF.In.6c	# of long term sub or temp staff			28	25	-3 (-10.7%)	
PAIF.In.6d	# of other staff			28	25	-3 (-10.7%)	

6.2.2 Sample CDE-CSIS DIP Automated Comparability Processing – Comparability Item Detail Report

Report Run: 8/24/2002 – 2: 23:55 p.m.
CSIS Transmission date: 07/31/2002 – 12: 21:29
CSIS Data File Batch #: 00007
Page 1 of 5

CPACT Version: 10.00
CSIS Data Dictionary Version: 01.10
Comparability Criteria Version: 2.0.1
POC: C. Schell

CDE – CSIS DIP Automated Comparability Processing – Comparability Item Detail Report

<i>Submission Cycle: Fall 2002</i>	<i>Data Collection: CBEDS-PAIF</i>	<i>LEA: 59-64758 Sand Dunes</i>
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Comparability Checks

Test #	Description	Allowed variance of CSIS value from CBEDS value	Allowed Range For CSIS Value	CBEDS Value	CSIS Value	Actual variance of CSIS value from CBEDS value N (%)	Pass/Fail
PAIF 1	# of Certificated Staff	+/- 5% or +/- 2 or +/- 5 and +/- 10%	95 – 105 98 – 102 95 – 105	100	94	-6 (-6.0%)	Fail
-	6020077 Shifting Sands Elementary			20	20	0 (0%)	
-	6020085 Tidal Wave Elementary			10	8	-2 (-20%)	
-	6020093 Surfs Up Middle School			50	46	-4 (-8%)	
-	6020101 High Tide High School			20	20	0 (0%)	
PAIF 5a	# of Teachers with full credential	+/- 3% or +/- 1 or +/- 3 and +/- 5%	29 – 31 29 – 31 28 – 32	30	33	3 (10.0%)	Fail
-	6020077 Shifting Sands Elementary			8	8	0 (0%)	
-	6020085 Tidal Wave Elementary			6	8	2 (33.3%)	
-	6020093 Surfs Up Middle School			10	11	1 (10%)	
-	6020101 High Tide High School			6	6	0 (0%)	

Draft Sample

6.2.3 Sample Comparability Results Report Coversheet

California Department of Education

**CDE Process for Automated Comparability Testing (CPACT)
Report for California Basic Educational Data System (CBEDS) 2002**

This summarizes the results of the CPACT and may also reflect application of CBEDS modifications as submitted by the Local Education Agency (LEA). Along with the detail, this summary is meant to provide the LEA:

- Assistance in identifying further data and/or system modifications that may be needed
- Information on comparability status

LEA	
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CPACT Report Date	
CDIF Batch #	
SIF Batch #	
PAIF Batch #	
CBEDS Modifications Received Date	

Draft Accommodation Proposal Received Date	
Final Accommodation Proposal Received Date	

Outstanding Comparability Issues	
All Comparability Issues Resolved	

CBEDS modifications or the accommodation proposal have resolved the following test item failures:

- Resolved
- Test
- Items or NA

Items resolved by CBEDS mods or accommodation proposals will be bulleted here or NA on single bullet

The Comparability Agreement will contain general language regarding the district's responsibility to submit complete and accurate data through California School Information Services (CSIS) in the future. If there is any unique language that will be added to this Comparability Agreement, it is listed below:

The district will take responsibility for:

1. resolutions
2. listed
3. here or NA

Language from accommodation proposal or other to be added to the comparability agreement

Other related information:

If you have questions regarding this comparability report or process, please contact the Data Management Office at (916) 324-6738.

Appendix C – Suggested Checklist for use by LEA CSIS and CBEDS Coordinators

LEA Comparability Checklist for CSIS/CBEDS Coordinators Fall 2002 Parallel Submission for CBEDS

The items on this checklist are based on the most common data discrepancies as experienced by LEAs during comparability for the Fall 2001 Parallel Submission Cycle. This checklist is very general and is by no means comprehensive. LEA CBEDS coordinators and LEA CSIS coordinators should use it together, in order to reconcile and/or validate counts to yield more comparable data. Student Information Systems vendor specifications will further determine the extent by which any of these guidelines might be needed.

Checks to avoid some common CDIF discrepancies:

- ☐ Classified staff is only to be counted once. If classified employees have already been counted at a school site and accounted for on a SIF, do not include them at the district office. All staff counts are unduplicated counts.
- ☐ GATE count is of students identified as eligible for GATE, not necessarily participating in a GATE program
- ☐ Service Learning and Community Service refer to local board policies regarding these programs, not programs in place.
- ☐ For “Other Classified Staff”, job class code =24 and serve at more than one school report at district level not school.
- ☐ For any other classified or certificated staff with more than one assignment report at “primary” assignment site, CDS#
- ☐ Gate students must have an “Eligibility” date
- ☐ Adult Ed staff info is for the previous school year.

Checks to avoid some common SIF discrepancies:

- ☐ Every charter school that received its charter from the district is considered a CSIS participant unless the district has a letter on file with CDE and CSIS designating the charter school as a CSIS non-participant
- ☐ Reconcile aggregate counts for student ethnicity and check for proper use of coding and mapping for multiple ethnicities (multiple ethnicities are populated separately for CSIS)
- ☐ ROC/P classes are not to be coded as Voc. Ed. These data are used to meet federal reporting requirements for Voc.Ed. which do not include ROC/P.
- ☐ High school graduates need a graduation date or a withdrawal date to be counted
- ☐ Students attending a “Continuation” school need a “special program” type code to be counted in Section G
- ☐ Enrollment in Selected courses can use “pre-enroll” schedule records

Checks to avoid some common PAIF discrepancies:

- ☐ Reconcile teacher credential reporting with credentials on file in HR system
- ☐ Check course coding to ensure match with course descriptions. This can be easily overlooked with Advanced Placement (AP) classes in the schedule
- ☐ Reconcile PAIF forms with the master schedule
- ☐ Distinguish self-contained assignments from more than one subject taught by the same teacher or core humanities classes
- ☐ Check Resource Teacher PAIFs to ensure students they might report are actually scheduled with them. Similar checks should be made for all credentialed support personnel. Support teachers who do not have students scheduled with them in the master schedule should use non-teaching assignment codes.

Comparison check can be made by visiting the CBEDS Pre-certification Review website:

- ☐ http://data1.cde.ca.gov/dataquest/coord_login.asp